



NAFI Quick Guide User Account Registration



Prepared by NAVFAC
HQ
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NAVY AIR FORCE INTERFACE(NAFI) - Microsoft Internet Explorer

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Address <https://www.nafi.navy.mil/> Go

nafi
Navy Air Force Interface

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[Acct. Registration](#)
NAFI Help Center
User Notice

NAFI resides on a Department of the Navy computer system.
NAFI is compatible with IE 4.0 - 5.05 and Netscape 4.7x
Click here to Connect to the [TRAINING SITE](#)

nafi
Navy - Air Force Interface

1. Go to <https://www.nafi.navy.mil> and click 'Account Registration' to create a NAFI User Account.

Welcome to NAFI Version 4.0

UserName

Password

☒ Navy Domain
☐ Air Force Domain
☐ Change Password after Signon

Login

Need Assistance? Contact Support at (703) 601-0247 or (703) 601-0239 or email NAFI Support at eda.support@peoarbs.navy.mil.

Internet

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Create or Update a User Profile. [Start](#) [Help](#) [Logout](#)

Account Registration

Domain Account Type [Red X] [Red X] [Red X] [Red X]

Select Select Select Select Select

User Profile

2. When the Account Registration page opens, start by selecting Navy as the Domain.

Done Internet

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Create or Update a U

Account Register

3. Continue by selecting the following as each drop down box appears:

- Domain: Navy
- Account Type: This will vary for each user – see NAFI User Guide for a description of each Type.
- Claimant: NAVFAC
- DoDAAC: Select the DoDAAC (UIC) that you will be uploading to or receiving contractual actions from.

✓ Domain	✓ Account Type	✓ Claimant	✓ DoDAAC
Navy	General	NAVFAC	N62742

User Profile				
Office Code:				
<input type="text"/>				
Title:	First Name: *	MI:	Last Name: *	Suffix:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number: **				
Domestic:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DSN:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
International:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E-Mail: *				
<input type="text"/>				
User Name: *				
<input type="text"/>				
Password: *				
<input type="text"/>				

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Create or Update a User Profile.

Account Registration

✓ Domain	✓ Account Type	✓ Claimant	✓ DoDAAC
Navy	General	NAVFAC	N62742

User Profile

Office Code:

Title: First Name: * MI: Last Name: * Suffix:

Phone Number: **

Domestic: x

DSN: x

International: x

E-Mail: *

User Name: *

Password: *

4. Fill in all required fields under User Profile:

- First Name
- Last Name
- Phone Number
- Email
- User Name
- Password


Done Internet

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Office Code:

Title: First Name: * MI: Last Name: * Suffix:
 Test User

Phone Number: **
Domestic: 123 456 7890 x 123
DSN: x
International: x

E-Mail: *
 @efdpac.navy.mil

User Name: * testuser
Password: *

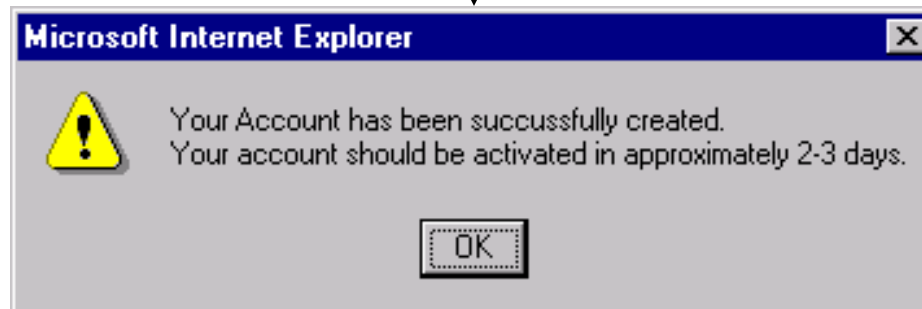
(*) mandatory fields.
(**) atleast one should be provided.
Password must be a minimum of eight characters and a maximum of ten characters. passwords can include letters (upper and lower case), numbers and special characters, and must include combination of letters (mixed case) and numbers.

If you would prefer an automatically generated username, leave the username field blank.
You will still be able to approve of the username prior to accepting it.

SUBMIT

5. When all User Profile fields are filled in, click the submit button.

6. You should see this message if your account was created successfully. NAFI will send a confirmation email to the email address you provided in your User Profile.



Account Registration Summary

1. Go to <https://www.nafi.navy.mil> and click on 'Account Registration'.
2. When the Account Registration page opens, start by selecting Navy as the Domain. Once you make a selection in one drop down box, the next box will populate accordingly.
3. Continue by selecting the following as each drop down box appears:
 - Domain: Navy
 - Account Type: See NAFI User Guide for a description of each Type
 - Claimant: NAVFAC
 - DoDAAC: Select the DoDAAC (UIC) that you will be uploading to or receiving contractual actions from.
4. Fill in all required fields under User Profile:
 - First Name
 - Last Name
 - Phone Number
 - Email
 - User Name
 - Password
5. When all User Profile fields are filled in, click the 'Submit' button.
6. You should see a confirmation message if your account was created successfully. NAFI will send a confirmation email to the email address you provided in your User Profile.